

**From:** Bell, Jennifer C. DPI  
**Sent:** Monday, November 20, 2017 12:24 PM  
**To:** ACT Test Coordinators, DACs, and High School Principals  
**Subject:** WI Statewide ACT Assessments Update - Nov 20

Dear educators,

Due to the Thanksgiving holiday, this week's biweekly ACT email is coming to you a few days early. Please see below for timely updates and reminders for the ACT assessments

### Test Coordinator Action Items:

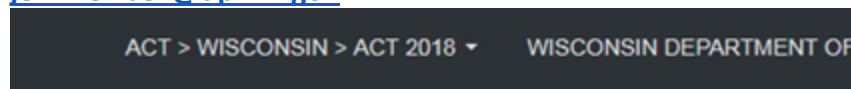
- [Register](#) for Test Administration Training Webinar #1 (Nov 30, 2pm) – register closes 48 hours before the webinar
- [Manage participation and choose shipping dates](#) for ACT 2018 **by December 1**
- [Manage participation and choose shipping dates](#) for WorkKeys 2018 **by December 1**
- Submit [accommodations](#) requests using [TAA System](#) **by January 12**
- Familiarize yourself with the [DPI ACT webpages](#) and [ACT WI webpage](#).
- Review the [Test Coordinator Information Manual](#)
- Mark important dates from the [Schedule of Events](#) in your calendar.

### DAC Action Items:

- [Manage users in PAnext](#) to ensure the correct organizations and roles are applied for both ACT 2018 and WorkKeys 2018.
- [Manage contacts in PAnext](#) to ensure the correct user is indicated as the Test Coordinator for each school in your district for both ACT 2018 and WorkKeys 2018.
- Update Aspire contacts for Test Coordinator(s) and Technical Coordinator(s) in the [Aspire portal](#) (see p. 6 and p. 15 of the [Portal User Guide](#)).
- Update your own contact information in [Aspire portal](#) as “Administrator” role, if needed (see p. 6 and p. 15 of the [Portal User Guide](#)).
- Mark important dates from the [Schedule of Events](#) in your calendar.

### Complete PearsonAccess<sup>next</sup> Tasks for 2018 Tests

DACs and Test Coordinators must be sure to complete tasks in PAnext under ACT 2018 and WORKKEYS 2018 (see screenshot below). If you manage participation or contacts for ACT 2017 and WORKKEYS 2017, your changes will not be applied for 2018 testing. **If you are not seeing ACT 2018 and WORKKEYS 2018 in PAnext, please contact [jennifer.bell@dpi.wi.gov](mailto:jennifer.bell@dpi.wi.gov).**



## Register for the first Test Administration Q&A Session Training Webinar

Register here: <https://act.ilinc.com/register/cxhrbjv>

Nov 30, 2:00pm

Test Administration Q&A Session Training Webinar #1: Orientation, Configuration, Verification, & Preparation

All webinars will be recorded and linked to the [DPI ACT Trainings page](#) and [ACT WI website](#).

Registration closes 48 hours before the start of the webinar.

## Important Resources for Requesting Accommodations – Requests due January 12

- [Quick Start Guide for Requesting Accommodations](#)
- [List of Allowable Accessibility Supports](#)
- [Policy for Accommodations Documentation](#)
- [TAA User Guide](#)
- [DPI ACT Accommodations webpage](#) – links to all accommodations resources
- [Link to Accommodations Q&A Session Training Webinar](#) (recorded on November 8)
- [More Training Videos](#)

## Invitation to 2018 Wisconsin ACT State Organization Conference

- **Madison Concourse Hotel and Governor's Club** in Madison on **Tuesday, February 13, 2018**
- Based on the theme, “*Make It Happen, Make It Matter*,” the event will feature breakout sessions on preparing students for success for both college and career.
- [View the agenda](#) to learn more.
- Registration is now open. [Register here](#)

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Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

### ACT Help Desk

General: 800-553-6244, ext. 2800

Accommodations: 800-553-6244, ext. 1788; [actaccoms@act.org](mailto:actaccoms@act.org)

Aspire: 855-730-0400

### General Information and Policies

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608-267-7268

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### Student Data

Phil Cranley

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### Choice Program and Test Security Issues

Duane Dorn

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*Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.*